

Warren County Health Services  
Division of Public Health  
1340 State Rt 9  
Lake George, NY 12845

**Vacancy: Public Health Liaison**

Grade 8- Part Time (24 hrs)

Salary- \$ 14.52/hr

**Duties Include (But not limited to):**

Responsibility for the overall organization of the Emergency Preparedness Program activities. Interfacing with other departments, service providing agencies, and the Public Health Emergency Response team members involved in disaster situations community. Assisting administrative staff by preparing and submitting information requested to New York State Department of Health for emergency response.

**Full Performance Knowledge, Skills, Abilities and Personal Characteristics:**

Strong organizational skills; good knowledge of computer software using databases and spreadsheets; ability to get along well with co-workers and others and to secure their cooperation; ability to respect the differences of others; ability to communicate verbally and in writing; ability to work independently and as a team member; resourcefulness, physical condition commensurate with the demands of the position. Have the ability to facilitate a meeting and provide training and in-service.

**Minimum Qualifications: (#1 Preferred)**

1. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree or higher in public health, business administration, communications, computer science or a related field, or
2. Graduation from a New York State registered or a regionally accredited college with an Associate's degree AND two years of full time paid experience in administrative program coordination with a public agency or private business; or
3. High School Graduate or Equivalency Diploma and four years full time paid experience working in a senior clerical position in a public agency or private business; or
4. High School Graduate or Equivalency Diploma and an equivalent combination of training and experience as defined by the limits of (#1) and (#2) above.

**Applicants must be a resident of Warren County**

**Special Requirement: Valid NYS Driver's License**

**This is a competitive Civil Service position.**

A provisional appointment will be made with examination to be held at a later date. Candidate must meet civil service requirements for appointment following the establishment of an eligible list.

**All Applications/Resumes should be forwarded to:**

Ginelle Jones, Assistant Director  
Warren County Health Services  
1340 State Rt 9  
Lake George, NY 12845  
518-761-6580  
jonesg@warrencountyny.gov

Applications can be obtained from [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice)

**Please respond by September 14, 2015**

Warren County is an EOE/AA Employer